

FORT LEE HAZARDOUS WEATHER GUIDE

www.lee.army.mil/hazweather

When hazardous weather conditions are predicted for our area, the following information will help you stay informed about changes to Fort Lee operational status and what you should do to reduce the risk of injury or property damage.



The Senior Commander makes final decisions about changes to Fort Lee operational status and excusing employees administratively from all or part of the normal workday due to adverse weather.

Emergency Notification

During inclement weather incidents, stay informed by tuning in to local television news channel(s), monitoring websites or listening to area radio stations for the latest weather updates on the severe weather threat(s), as well as information on evacuations, shelters, school closings, and other storm-related actions.

Installation Status **HOTLINE** (804) 765-2679

Internet:

www.facebook.com/ArmyFortLee
www.lee.army.mil
www.wtvr.com
www.wric.com
www.nbc12.com

Television:

WTVR TV-6
WRIC TV-8
WAVY TV-10
WWBT TV-12

Radio

FM 95.3
FM 96.5
FM 98.1
FM 103.7
FM 102.1
FM 106.5
AM 1140
AM 910

LEE ALERT (AtHoc)

Through LEE ALERT, powered by the AtHoc notification system, employees can receive e-mail, text message and telephonic alerts at work or at home when the installation is experiencing an emergency or serious incident. In addition, there is the option of getting alert messages on home phones and other personal communications mediums.

Register through CAC-enabled computers on the Fort Lee network. For instructions, visit www.ftleetraveller.com and type "ATHOC" in the search area.

Take action before a threatening storm arrives; time is critical when severe weather approaches. Create and practice a family plan so you'll be ready when an emergency happens. See back for more tips.

Operating and Release Procedures

For purposes of reporting during inclement weather, personnel are designated as either essential or nonessential.

Essential employees are individuals who occupy critical positions, are considered critical to the operation of the post, and must report as scheduled or otherwise directed.

Early Release • • • • •

When the decision is made to release employees not designated as essential, a "not earlier than" release time will be set. Typically, employees will be released on a staggered basis within their organizations based on how far they live from Fort Lee to reduce traffic congestions and hazards. Early release is authorized only for employees who are on duty with no charge to leave.

Delayed Opening • • • • •

Delayed reporting authorizes nonessential employees additional time to safely report to work. Delayed openings will be announced to allow for staggered arrival/reporting based on the employee's normal reporting time. Delayed reporting applies to military and civilian personnel and leave will not be charged.

Liberal Leave • • • • •

Liberal leave means employees may use annual leave or leave without pay without obtaining advance approval or providing detailed justification.

Employees who cannot make it to work because of inclement weather should call their supervisor and request unscheduled leave.

Post Closed • • • • •

Only essential personnel need to report as scheduled or directed by their supervisor. Nonessential employees scheduled to work on those days will be excused without charge to leave or loss of pay. Employees on previously authorized leave will not be charged for leave on those days.

Service members and civilians who are unsure of base operating procedures or their reporting status should speak with their supervisor for further guidance.

Important Contacts

EMERGENCY:	911
MILITARY POLICE (non-emergency):	804-734-7400
FIRE PREVENTION OFFICE:	804-765-3973/3827
WORK ORDERS (family housing):	804-733-1558
WORK ORDERS (admin. buildings):	804-451-1914
U-DO-IT CENTER:	804-765-7988
RECOVERY EQUIPMENT/SUPPLIES FOR OFFICIAL USE ONLY	1816 Shop Rd. (Bldg. 6208) Open M-F, 7:30 a.m. - 4 p.m.

Important Note About this Guide



This digital version of the Hazardous Weather Guide was downloaded from the Fort Lee website at the following URL: www.lee.army.mil/hazweather.

In addition to a printed version that will be available in the Fort Lee Traveller newspaper as early as Jan. 28, 2016, this URL will in the future direct visitors to a page with even more detailed information and resources related to hazardous weather notification and preparedness.

Please check back again soon at www.lee.army.mil/hazweather.

Make a Plan

Severe weather can happen anytime. The range of hazardous conditions includes, but is not limited to, lightning, damaging winds, tornadoes, large hail, flooding and flash flooding, flying debris and falling objects, freezing rain, sleet, snow and bitter cold. It is important to be prepared before and during inclement weather.

Preparedness Links

Ready Army:
www.acsim.army.mil/readyarmy

Ready.Gov:
www.ready.gov

511 Virginia Traffic information
www.511virginia.org

Virginia Dept. of Emergency Management
www.vaemergency.gov

Dominion Power
www.dom.com
(type "outage safety and preparation" in search area)

Fort Lee, VA:
www.lee.army.mil

Make a Family Communication Plan.
Your family may not be together during an extreme weather event, so it is important to know how you will contact one another, how you will get back together, and what you will do during an emergency.

Make sure you have at least one of the following in case there is a power failure:

- Cellphone, portable charger and extra batteries.
- Battery-powered radio, with extra batteries, for listening to local emergency instructions.

Heating Checklist

Turning on the stove for heat is not safe; it is better to use any of the following heat sources in case the power goes out:

- Extra blankets, sleeping bags and warm winter coats.
- Fireplace with plenty of dry firewood or a gas-log system.
- Portable space heaters or kerosene heaters.
 - Check with your local fire department to make sure kerosene heaters are legal in your area.
 - Use electric space heaters with automatic shut-off switches and non-glowing elements.
 - Never put space heaters on top of furniture or near water.
 - Never leave children unattended near a space heater.
 - Keep heat sources at least 3 feet away from furniture and drapes.



Have the following safety equipment:

- First aid kit with contents that have not expired.
- Chemical fire extinguisher.
- Smoke alarm in working order (Check prior to winter storm season and change batteries, if needed).
- Carbon monoxide detector (Check prior to winter storm season and change batteries, if needed).
- Gas Generator.
 - Never use an electric generator indoors, inside the garage, or near the air intake of your home because of the risk of carbon monoxide poisoning.
 - Do not use the generator or appliances if they are wet.
 - Do not store gasoline indoors where fumes could ignite.
 - Use individual heavy-duty, outdoor-rated cords to plug in other appliances.

Water Checklist

Maintain a water supply. Extreme cold can cause water pipes in your home to freeze and sometimes break.

- Leave water taps slightly open so they drip continuously.
- Keep the indoor temperature warm.
- Allow more heated air near pipes. Open kitchen cabinet doors under the kitchen sink.
- If your pipes freeze, do not thaw them with a torch. Thaw the pipes slowly with warm air from an electric hair dryer.
- If you cannot thaw your pipes, or if the pipes have broken open, use bottled water or get water from a neighbor's home.
- Fill the bathtub or have bottled water on hand.
- In an emergency, if no other water is available, snow can be melted for drinking. Bringing water to a rolling boil for one minute will kill most germs but won't get rid of chemicals sometimes found in snow.

On-Post Recovery Operations

Tenant: Sidewalks and entrances

Building occupants are responsible for cleaning from building to the parking lot.

U-Do-It Center has equipment/supplies available for pick up.

Road Clearing Priorities

Crews are placed on standby as soon as a severe weather event is predicted. Fort Lee roadways to be cleared of debris are identified and prioritized by:

- Emergency vehicle access
- Mission support (schoolhouse areas, barracks)
- Parking lots

Winterize your vehicle

Carry blankets, flashlight, first-aid kit, extra winter clothing, a shovel, jumper cables, road flares, matches/candle and a coffee can (for melting snow or to hold candle), compass, road maps, emergency food & water, and anything else that might come in handy if you get stuck.

Keep at least a half tank of gas in your vehicle.

Try not to travel alone, and let people know where you're going, the route you plan to travel, and when you expect to arrive and depart.

GET MORE INFORMATION ONLINE AT
www.lee.army.mil/hazweather

